

REQUEST FOR PROPOSALS
for
WATER QUALITY MONITORING SERVICES
Proposal Number BC-10-20-05-80

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

Release Date: September 19, 2005

RFP Title: Request for Proposals for Water Quality Monitoring Services
Proposal Number: BC-10-20-05-80
Opening Date: Thursday, October 20, 2005 at 2:00 PM

I. INTRODUCTION

Leon County requests proposals from qualified firms or individuals to conduct water quality sampling, Stream Condition Index assessments, sediment sampling, and vegetation surveys at specified sites throughout the County for Leon County's Water Quality Monitoring Program. The goal of the monitoring plan is to provide Leon County with scientifically defensible information on chemical, physical, and biological characteristics of the County's water bodies. The data collected will be used for a variety of purposes that can be summarized in broad terms as the determination of status and trends in stream water quality, county wide. Leon County's specific objectives of the waterbody monitoring program are as follows:

- Determine whether water quality at sampling sites exceeds water quality standards.
- Assess the status of water quality in Leon County.
- Provide analytical water quality information that describes present conditions and changes (trends).
- Building a water quality database
- Contribute data to the Florida and EPA STORET (STORAge and RETrieval) system
- Contribute data to the TMDL (Total Maximum Daily Load) program.

Because of the nature of the TMDL program and the stringent standards that the Florida Department of Environmental Protection (FDEP) has on data quality, all of Leon County's documentation requirements are based on FDEP Standard Operating Procedures (SOPs). These SOPs can be viewed on the Bureau of Laboratories Standard Operating Procedures website at: <http://www.dep.state.fl.us/labs/ga/2002sops.htm>.

II. GENERAL INSTRUCTIONS:

- A. The response to the proposal should be submitted in a sealed addressed envelope to:

*Proposal Number: BC-10-20-05-80
Purchasing Division
2284 Miccosukee Road
Tallahassee, FL 32308*

- B. An ORIGINAL and five (5) copies of the Response must be furnished on or before the deadline. Responses will be retained as property of the County. **The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual, all other copies may be photocopies.**
- C. Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Keith Roberts or Don Tobin at (850) 488-6949; FAX (850) 922-4084; or e-mail at keith@mail.co.leon.fl.us or tobind@mail.co.leon.fl.us. Written inquiries are preferred.
- D. **Special Accommodation:** Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 488-6949 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- E. Proposers are expected to carefully examine the scope of services, and evaluation criteria and all general and special conditions of the request for proposals prior to submission. Each Vendor shall examine the RFP documents carefully; and, no later than seven (7) calendar days prior to the date for receipt of proposals, he shall make a written request to the Owner

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for interpretations or corrections of any ambiguity, inconsistency, or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications.

Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only those communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

- F. Your response to the RFP must arrive at the above listed address no later than Thursday, October 20, 2005 at 2:00 PM to be considered.
- G. Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.
- H. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.
- I. It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the vendor.
- J. The County is not liable for any costs incurred by bidders prior to the issuance of an executed contract.
- K. Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- L. The contents of the proposal of the successful firm will become part of the contractual obligations.
- M. Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- N. If you are not submitting a proposal, please return the form attached at the end of the RFP, marked 'No Proposal'.
- O. The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- P. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- Q. Public Entity Crimes Statement: Respondents must complete and submit the enclosed Public Entity Crimes Statement. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit

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bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- R. **Certification Regarding Debarment, Suspension, and Other Responsibility Matters:** The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- S. **Licenses and Registrations:** The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids **shall** include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-4735.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

T. Audits, Records, And Records Retention

The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any

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said records or documents during the required retention period as specified in paragraph 1 above.

4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

U. Monitoring

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

V. Local Preference in Purchasing and Contracting

1. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent.
 - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.
2. Local business definition. For purposes of this section, "local business" shall mean a business which:
 - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 - b) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and

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- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

- 3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

W. Planholders

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available online at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

X. Addenda To Specifications

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 488-6949 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

III. SCOPE OF SERVICES:

The Scope of Services and Attachment 1 through 8 are attached as a separate document.

IV. REQUIRED SUBMITTALS:

- A. Firm name or Joint Venture, business address and office location, telephone number.
- B. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
- C. Address of the office that is to perform the work.
- D. Federal Identification Tax Number or Social Security Number.
- E. The age of the firm, brief history, and average number of employees over the past five years.
- F. Names and descriptions of major projects for which the firm is presently under contract.
- G. If a joint venture, has this joint venture previously worked together? If yes, what projects? A copy of the joint venture agreement should be provided, if available at this time. If the joint venture agreement is not available at this time, then the selection of the firm will be subject to the County receiving and approving the joint venture agreement, prior to negotiating the contract.

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- H. If the respondent is not a joint venture, list outside consultants anticipated to be used on this project. (You may attach F-254 for consultants, if desired). When listing consultants, give the respective specialty of the firm.
- I. Give brief resume of key persons to be assigned to the project including but, not limited to:
- 1) Name & title
 - 2) Job assignment for other projects
 - 3) Percentage of time to be assigned full time
 - 4) How many years with this firm
 - 5) How many years with other firms
 - 6) Experience
 - a) Types of projects
 - b) Size/scope of projects
 - c) What was the specific project involvement?
 - 7) Education
 - 8) Active registration
 - 9) Other experience and qualifications that are relevant to this project
- J. List the projects which best illustrate the experience of the firm and current staff which is being assigned to this project. (List no more than 10 projects, nor projects which were completed more than five (5) years ago.)
- 1) Name and location of the project
 - 2) The nature of the firm's responsibility on this project
 - 3) Project Owner's representative name, address and phone number
 - 4) Project user agency's representative name, address and phone number
 - 5) Date project was completed or is anticipated to be completed
 - 6) Project manager and other key professionals involved and specify the role of each
- N. Describe how you would approach the design of this project, and outline the specific services to be provided.
- O. You shall submit a Sampling and Analysis Plan (Project Proposal). The plan shall include the applicable information contained in the document "Requirements for Field and Analytical Work Performed for the Department of Environmental Protection Under Contract", DEP-QA-002/02. <http://www.dep.state.fl.us/labs/qa/sops.htm>
- P. Show the organization chart as it relates to the project indicating key personnel and their relationship. It should be understood that it is the intent of Leon County to insist that those indicated as the project team in the RFP response actually execute the project.
- Develop a chart of individual staff members to be assigned responsibilities and number of days to be provided for each staff member.
- If a joint venture, indicate how the work will be distributed between the joint venture partners.
- Q. Describe how the team will implement project control systems for time, budget, and quality for this project.
- R. The respondent shall submit documentation of their laboratory(ies) overall quality assurance (QA) philosophy and a narrative description of the in-house QA program as it pertains to the Scope of Services for this solicitation. The narrative should include the frequency of laboratory blanks, sample matrix spikes, laboratory control samples (LCS's), external quality control (QC) checks, etc. The respondent shall submit a summary of all external QA programs in which the respondent participates and the results of the last round of testing.

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- S. **Certification Audit Results.** Respondents must provide the results of the latest NELAP audit by the Florida Department of Health Laboratory Certification Program. Corrective action responses to the audit must also be provided along with any other associated documented dialog between the laboratory and the Florida Department of Health Laboratory Certification Program.
- T. **Custody, Sample Tracking and Record Keeping.** Respondents must submit documentation sufficient to demonstrate that their custody requirements comply with NELAC custody requirements. Documentation shall include information pertinent to custody, sample tracking protocols and record keeping capabilities. All custody procedures must be able to withstand legal scrutiny and challenge.
- U. **Provide participation information and acknowledgment of the Leon County Minority/Women Business Enterprise and Equal Employment Policies (forms attached).**

V. SELECTION PROCESS

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review all proposals received on time, and select one or more firms for interview based on the responses of each proposer. All meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays) and all respondents to the solicitation shall be notified by facsimile or telephone.
- B. The Evaluation Committee will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the BCC be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative shall then undertake negotiations with the third most qualified firm.
- E. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.
- F. **Evaluation Criteria:** Proposals will be evaluated and ranked on the basis of the following considerations:
 - 1. Past Performance/References 20
Quality, Completeness of work, Met budget and/or schedule
 - 2. Qualifications of staff 20
Staff Experience in Similar Projects, Technical competence
 - 3. Project Approach and Quality of Response to RFP 30
 - 4. Current Workload of Firm 5
 - 5. Consultants 5
 - 6. References 5
 - 7. Minority Business Enterprise Participation 10
 - 8. Local Preference 5

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Total 100

VI. INDEMNIFICATIONS:

The Contractor agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Contractor, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Contractor, including but not limited to costs and a reasonable attorney's fee. The County may, at its sole option, defend itself or allow the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

The Firm shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project previously reviewed by the Firm that is found to be defective or not in accordance with the Contract Document and provisions of this agreement as a result of negligent act, error or omission on the part of the Firm, its agents, servants, or employees. The Firm shall be given a reasonable opportunity to correct any deficiencies.

VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

A. Minority/Women Business Enterprise Requirements

It is the policy of the Leon County Board of County Commissioners to institute and maintain an effective Minority/Women Business Enterprise Program. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit M/WBE participation in our procurement process.
2. Established goals designed to increase M/WBE utilization.
3. Provide increased levels of information and assistance available to M/WBEs.
4. Implement mechanisms and procedures for monitoring M/WBE compliance by prime contractors.

Each bidder is strongly encouraged to secure M/WBE participation through purchase of those goods or services to be provided by others. Firms responding to this RFP are hereby made aware of the County's goals for M/WBE utilization. Respondents should contact Agatha Muse-Salters, Leon County M/WBE Director, at phone (850) 488-7509; fax (850) 487-0928 for additional information. Respondents must complete and submit the attached Minority/Women Business Enterprise Participation Plan form. Failure to submit the form will result in a determination of non-responsiveness for your proposal.

As a part of the selection process for this project, the ranking procedure will provide a maximum of ten (10) percent of the total score where M/WBE's are used as follows:

<u>M/WBE Participation Level</u>	<u>Points</u>
_____ The respondent is certified as a Minority/Woman Business Firm with Leon County, as defined in the County's M/WBE policy.	10
_____ The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 20% by certified minority/women business firms/individuals.	8

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_____ The respondent has certified that a minimum of 15.5% of the ultimate fee will be subcontracted to certified M/WBE Firm(s), and has identified in the proposal the M/WBE Firm(s) that it intends to use.

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B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

VIII. INSURANCE

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

1. **Minimum Limits of Insurance.** Contractor shall maintain limits no less than:
 - a. **General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - b. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - c. **Workers' Compensation and Employers Liability:** Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

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3. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:
 - a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 2. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
 3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.
 - b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.
4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
5. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*
6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

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IX. TRAVEL EXPENSES

Consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Ch. 112.06, Florida Statutes. Consultants and contractors, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator

X. ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

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PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts, Purchasing Director

Cliff Thael, Chairman
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

	(Firm Name)
BY	_____
	(Authorized Representative)

	(Printed or Typed Name)
ADDRESS	_____

CITY, STATE, ZIP	_____
TELEPHONE	_____
FAX	_____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

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STATEMENT OF NO PROPOSAL

We, the undersigned, have declined to respond to the above referenced RFP for the following reasons:

- ☐ We do not offer this service
- ☐ Our schedule would not permit us to perform.
- ☐ Unable to meet specifications
- ☐ Others (Please Explain)

We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Leon County.

Company Name _____
Signature _____
Name (Print/Type) _____
Telephone No. _____
FAX No. _____

RFP Title: Request for Proposals for Water Quality Monitoring Services
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**SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Leon County Board of County Commissioners
by _____
[print individual's name and title]
for _____
[print name of entity submitting sworn statement]
whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____).
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact

business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. {Attach a copy of the final order.}

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally known _____ OR Produced identification _____
(Type of identification)

NOTARY PUBLIC

Notary Public - State of _____

My commission expires: _____

Printed, typed, or stamped commissioned name of notary public

MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN

RESPONDENT _____

<u>MBE Participation Levels</u>	<u>Points</u>
_____ The respondent is certified as a Minority/Woman Business Firm with Leon County, as defined in the County's M/WBE policy.	10
_____ The respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 20% by certified minority/women business firms/individuals.	8
_____ The respondent has certified that a minimum of 15.5% of the ultimate fee will be subcontracted to certified M/WBE Firm(s), and has identified in the proposal the M/WBE Firm(s) that it intends to use.	6

M/WBE firms and subcontractors must be certified by the City of Tallahassee or Leon County to qualify for M/WBE participation credit. Please provide the following information for each M/WBE. Please indicate minority groups by using the corresponding letters: African American (B), Asian American (A), Hispanic American (H), Native American (N) and Non Minority Female (F). **You must submit proof of certification with your proposal.** Attach additional sheets as necessary.

<u>Name, Address, and Phone</u>	<u>Materials/Services</u>	<u>Amount</u>	<u>Group</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Value of M/WBE Participation: \$ _____
 Total Project Base Bid: \$ _____
 M/WBE Participation as % of Total Base Bid: _____%

The vendor acknowledges the Leon County M/WBE policy and the provisions specified for this RFP. If applicable, vendor certifies that the above list of minority vendors and the respective contract amounts and percentages of the total bid are accurate.

Signed: _____ Title: _____ Date: _____

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____
Title: _____
Firm: _____
Address: _____

RFP Title: Request for Proposals for Water Quality Monitoring Services
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INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Commercial General Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Business Auto: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

Professional Liability: Indicate Best Rating: _____
Indicate Best Financial Classification: _____

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

☐ YES ☐ NO

Indicate Best Rating: _____
Indicate Best Financial Classification: _____

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) for this professional services agreement?

☐ YES ☐ NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

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Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General
Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability,
Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place ☐ Coverage will be placed, without exception ☐

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name _____
Typed or Printed

Signature _____

Date _____

Title _____
(Company Risk Manager or Manager with Risk Authority)

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by the County, and, if applicable, the City of Tallahassee (please attach copies); and
- c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Leon County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Leon County.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	Phone:
Current Local Address:	Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address	
Number of Employees and hours worked per week by each:	
Name and Address of Owner(s) who reside in Leon County and who in total own at least 50% or more of the business. Attach additional sheets as necessary.	Percentage of Ownership
1.	
2.	

Signature of Authorized Representative
STATE OF _____
COUNTY OF _____

Date

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.
By _____, of _____,
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)
a _____ corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
or has produced _____ as identification.
(type of identification)

Signature of Notary

Return Completed form with
supporting documents to:

Leon County Purchasing Division
2284 Miccosukee Road
Tallahassee, Florida 32308

Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, if Any

Scope of Services

Request for Proposals

For

Water Quality Monitoring Services

BC-10-20-05-80

Scope of Services for Water Quality Monitoring Services

A. Audits, Records, and Records Retention

1. REPORTING, DOCUMENTATION AND RECORDS RETENTION

- a. The CONTRACTOR shall ensure that all laboratory and field records as outlined in Rules 62-160.240 and .340, F.A.C. are retained for a minimum of five years after the project completion.
- b. All field and laboratory records that are associated with work performed under this Contract shall be organized so that any information can be quickly and easily retrieved for inspection, copying or distribution.
- c. The CONTRACTOR shall ensure that all laboratory reports are issued in accordance with National Environmental Laboratory Accreditation Conference (NELAC) requirements. These reports shall be submitted to the contract manager and shall include the following information:
 - ▶ Laboratory sample identification (ID) and associated Field ID
 - ▶ Analytical/test method
 - ▶ Parameter/analyte name
 - ▶ Analytical result (including dilution factor)
 - ▶ Result unit
 - ▶ Applicable DEP Qualifiers per Table 1 of Chapter 62-160, F.A.C.
 - ▶ Result comment(s) to include corrective/preventive actions taken for any failed QC measure (e.g., QC sample, calibration failure, etc.) or other problem related to the analysis of the samples
 - ▶ Date and time of sample preparation (if applicable)
 - ▶ Date and time of sample analysis
 - ▶ Results of laboratory verification of field preservation
 - ▶ Sample matrix
 - ▶ DoH ELCP certification number for each laboratory (must be associated with the test result(s) generated by the laboratory)
 - ▶ MDL
 - ▶ PQL
 - ▶ Sample type (such as blank type, duplicate type, etc.)
 - ▶ Field and laboratory QC blank results:
 - Laboratory QC blank analysis results as required by the method, NELAC Chapter 5 and the planning document (see Section 6 below);
 - Field quality control results including trip blanks, field blanks, equipment blanks, and field duplicates (or replicates) as specified in the planning document (see Section 6)
 - ▶ Results of sample matrix spikes, laboratory duplicates or matrix spike duplicates, as applicable
 - ▶ Results of surrogate spike analyses (if performed)
 - ▶ Results of laboratory control samples (LCS)

- ▶ Link between each reported quality control measure (e.g., QC blanks, matrix spikes, LCS, duplicates, calibration failure, etc.) and the associated sample result(s)
 - ▶ Acceptance criteria used to evaluate each reported quality control measure
- d. The CONTRACTOR shall ensure that the following field-related information is reported to the contract manager:
- ▶ Site name, address
 - ▶ Field ID for each sample container and the associated analytes (test methods) for which the container was collected
 - ▶ Date and time of sample collection
 - ▶ Sample collection depth
 - ▶ Sample collection method identified by the DEP SOP number, where applicable
 - ▶ If performed, indicate samples that were filtered
 - ▶ Field test measurement results:
 - DEP SOP number (FT-series), where applicable
 - Parameter name
 - Result
 - Result unit
 - Applicable Data Qualifiers per Table 1 of Chapter 62-160, F.A.C.
 - ▶ Narrative comments discussing corrective/preventive actions taken for any failed QC measure (e.g., blank contamination, meter calibration failure, split sample results, etc.), unacceptable field measurement or other problems related to the sampling event.
- e. Leon County reserves the right to request some or all of the laboratory or field information in an electronic format. The CONTRACTOR shall submit the data electronically using the following format :
- (i) For parameters destined for input into STORET (see Attachment 4) the contractor must provide Leon County an electronic deliverable (tab delimited file) as specified in Attachment 5. Completed spreadsheets must be delivered within 60 days of the sampling date.
 - (ii) For non-STORET parameters (with the exception of the vegetation survey) the contractor must provide an electronic deliverable in a tab delimited file. Examples would include taxa lists, SCI calculations and scores, TSI scores, TN/TP ratios, vegetation survey, etc. With the following exceptions, results must be delivered within 60 days of the sampling date. SCI taxa lists, calculations, scores, etc. must be submitted within 100 days of sampling date.
 - (iii) In addition to electronic deliverables defined in this Scope of Services, all results must be reported in paper format signed and dated by a responsible laboratory manager. Applicable paper copies must meet the NELAC Chapter 5 requirements for reporting data.

2. AUDITS

- a. AUDITS BY LEON COUNTY – Leon County may conduct audits of field and/or laboratory activities. In addition to allowing Leon County representatives to conduct onsite audits, the CONTRACTOR, upon request by Leon County, must provide all field and laboratory

records pertinent to the contracted field and laboratory activities. If an audit by Leon County results in a determination that the reported data are not usable for the purpose(s) or do not meet the data quality objectives specified by the Contract, the contract manager shall pursue remedies available to Leon County, including those outlined in Section 8 below.

b. PLANNING REVIEW AUDITS –

- (i) Initial: Prior to the completion of the sampling and analysis events and as specified in Addendum 1, the CONTRACTOR and all associated subcontractors shall review the planning document (see Section 6 below) relative to the completed field and laboratory activities to determine if the data quality objectives are being met, identify any improvements to be made to the process, and refine the sampling and/or analytical design or schedule. Within one month of the review, a summary of the review, including any corrective action plans or amendments to the planning document, shall be sent to the contract manager and a copy shall be maintained with the permanent project records.
- (ii) Ongoing: Planning reviews as described in item (i) above shall occur annually.

c. QUALITY SYSTEMS AUDITS – The CONTRACTOR and all subcontractors shall ensure that any required laboratory and field quality system and management systems audits are performed according to the respective Quality Manuals for each contracted and sub-contracted entity. These audits shall be documented in the CONTRACTOR's and subcontractors' records.

d. STATEMENTS OF USABILITY – As a part of the audit process and the final report, the CONTRACTOR shall provide statements about data usability relative to the Contract Data Quality Objectives and Data Quality Indicators specified in the planning document, this attachment and the addenda.

- (i) The CONTRACTOR shall ensure that all acceptance and usability criteria required by this Contract not specified above are listed in the planning document.
- (ii) The CONTRACTOR shall ensure that the results of all quality control measures described above are evaluated according to the acceptance criteria listed in this attachment, the addenda and the planning document.
- (iii) The CONTRACTOR shall ensure that all sample results are evaluated according to the additional usability criteria specified in the planning document.

B. Specifications for Water Quality Monitoring Services

1. Water Quality Monitoring

- a. The following lakes and tributaries are to be monitored. Following each station table will be the sample parameters required for each station.

Table 1. Stations that require SCI (yearly) and water chemistry (quarterly) sampling.

Station_ID	Station Description	Latitude	Longitude
LCLI3042984203	Tall Timbers Creek 1 @ 12	30.42904000	-84.20390000
LCLI3055884072	Unnamed Creek @ Miccosukee Road	30.55882000	-84.07203000

LCLI3058584177	Unnamed Creek @ Proctor Rd	30.58499000	-84.17787000
LCLI3066184225	Tall Timbers Creek 3 @ 12	30.66106000	-84.22557000
LCLJ3048884302	Meginnis Arm	30.48819000	-84.30195000
LCLJ3049984277	Lexington Trib @ Meridian Rd	30.49992667	-84.27745167
LCLJ3050684284	Lexington Trib @ Timberlane Rd	30.50672000	-84.28415000
LCLJ3051384277	Overstreet Trib @ Meridian Rd	30.51351333	-84.27746833
LCLJ3052684338	Jackson Heights Creek @ Mouth	30.52641000	-84.33869000
LCLL3042084133	Unnamed Creek 2 @ 27 West	30.42062000	-84.13313000
LCLL3042184165	Unnamed Creek 3 @ 27 West	30.42173000	-84.16552500
LCLL3042584178	Unnamed Creek 4 @ 27 West	30.42532000	-84.17869000
LCLL3042984203	Unnamed Creek 5 @ 27 West	30.42913000	-84.20389000
LCLL3043184118	Unnamed Creek @ Chaires Road	30.43198000	-84.11802000
LCLL3045384231	Park Ave/Violet Trib	30.45331990	-84.23162300
LCLL3045684222	NE Ditch/Weems Rd	30.45619940	-84.22244700
LCLL3046484239	NE Ditch at Micc RD	30.46401000	-84.23959000
LCLL3048484210	Lafayette Crk at RR	30.44835000	-84.21027000
LCLM3040484308	Munson Slough @ Springhill Rd	30.40406833	-84.30796667
LCLM3056484015	Panther Creek @ old Magnolia Road	30.56464000	-84.01593000
LCLM3060384039	Dry Creek @ Veterans Memorial Hwy	30.60390000	-84.03900000
LCLM3061284032	Dry Creek @ Green Road	30.61204000	-84.03290000
LCLM3061484019	Dry Creek @ Old Magnolia Road	30.61409000	-84.01938000
LCNF3031384393	Fisher Creek below Springhill Rd	30.31333330	-84.39333300
LCNF3032884493	Lost Creek @ FR367	30.32841000	-84.49389000
LCNF3035584522	Lost Creek @ 267	30.35495000	-84.52280000
LCOC3032584638	Black Creek @ 375	30.32555000	-84.69391667
LCOC3038384638	Hubbard Branch @ 375	30.38358000	-84.63860000
LCOC3038684636	Soapstone Creek @ 375	30.38634000	-84.63621000
LCOC3038884584	Freeman Creek @ 267	30.38861000	-84.58441000
LCOC3041384551	Harvey Creek @ 20	30.41310000	-84.55158000
LCOC3043084529	Polk Creek @ 20	30.43021000	-84.52945000
LCOC3067084300	Unnamed Stream @ Fairbanks Ferry	30.67046000	-84.30085000
LCPS3052684049	Patty Sink Drain @ Veterans Memorial	30.52604000	-84.04900000
LCSM3028584149	St. Marks @ Natural Bridge Rd North Side	30.28529000	-84.14975000
LCSM3031684133	St Marks River Below Horn Springs	30.31690167	-84.13303830
LCSM3032684147	Chicken Branch @ Old Plank	30.32595000	-84.14791000
LCSM3036984082	Willow Creek @ Tram downstream	30.36953000	-84.08294000
LCSM3041284330	West Drainage Ditch @ Lake Bradford Rd	30.41287500	-84.32997667
LCSM3042084100	St Marks River @ US 27	30.42053333	-84.10055167

The following parameters are to be monitored at locations specified in Table 1.

- i. Field and Physical-Chemical Parameters. See Attachment 1.
- ii. Laboratory Parameters
 1. Turbidity (NTU)
 2. Color Analysis using Platinum Cobalt (PtCO Units)
 3. Alkalinity (mg/L)
 4. Total Suspended Solids (mg/L)

5. Total Dissolved Solids (mg/L)
6. Phosphorus, orthophosphate as P, filtered in field (mg/L)
7. Phosphorus, as P, high level (mg/L)
8. Phosphorus, as P, low level (mg/L)
9. Nitrogen, Nitrite (NO₂) as N (mg/L)
10. Nitrogen, Nitrate (NO₃) + Nitrogen, Nitrite (NO₂) as N (mg/L)
11. Nitrogen, Nitrate (NO₃) as N (mg/L)
12. Nitrogen, Ammonia as N (mg/L)
13. Nitrogen, Kjeldhal (mg/L)
14. Total Nitrogen (mg/L)
15. TN/TP ratio
16. Nitrogen, Organic
17. Chlorophyll a, corrected for pheophytin (mg/L)
18. Total coliform
19. Fecal coliform
20. BOD, Biochemical oxygen demand
21. Stream Condition Index (SCI)

Table 2. Stations that require water chemistry (quarterly) sampling.

Station_ID	Station Description	Latitude	Longitude
LCBS3051684082	Black Creek @ Baum	30.51664000	-84.08217000
LCLI3057984238	Unnamed Stream @ Bannerman Rd	30.57949000	-84.23829000
LCLI3060384181	Unnamed Creek Thomasville Hwy North Bound Lane	30.60375000	-84.18177000
LCLI3062684291	Meridian Road South of UR2626	30.62671000	-84.29112000
LCLI3066684242	Tall Timbers Creek 2 @ 12	30.66632000	-84.24292000
LCLJ3054084277	Stream crossing Meridian north of Miller Landing Rd	30.54067000	-84.27792000
LCLL3042184126	Unnamed Creek 1 @ 27 East	30.42107000	-84.12679000
LCLL3046384171	Lower Lake Lafayette, Alford Arm @ Bucklake	30.46355000	-84.17109000
LCLM3058984041	Panther Creek @ Concord	30.58976000	-84.04129000
LCOC3056784359	Draining swamp @ Old Bainbridge	30.56712000	-84.35962000
LCOC3058584339	Unnamed Stream @ Orchard Pond Road	30.58574000	-84.33953000
LCOC3066984305	Ochlockonee River @ Fairbanks Fairy	30.66921000	-84.30571000

The following parameters are to be monitored at locations specified in Table 2.

- i. Field and Physical-Chemical Parameters. See Attachment 1
- ii. Laboratory Parameters
 1. Turbidity (NTU)
 2. Color Analysis using Platinum Cobalt (PtCO Units)
 3. Alkalinity (mg/L)
 4. Total Suspended Solids (mg/L)
 5. Total Dissolved Solids (mg/L)
 6. Phosphorus, orthophosphate as P, filtered in field (mg/L)
 7. Phosphorus, as P, high level (mg/L)
 8. Phosphorus, as P, low level (mg/L)

9. Nitrogen, Nitrite (NO₂) as N (mg/L)
10. Nitrogen, Nitrate (NO₃) + Nitrogen, Nitrite (NO₂) as N (mg/L)
11. Nitrogen, Nitrate (NO₃) as N (mg/L)
12. Nitrogen, Ammonia as N (mg/L)
13. Nitrogen, Kjeldhal (mg/L)
14. Total Nitrogen (mg/L)
15. Nitrogen, Organic
16. TN/TP Ratio
17. Chlorophyll a, corrected for pheophytin (mg/L)
18. Total coliform
19. Fecal coliform
20. BOD, Biochemical oxygen demand

Table 3. Additional SCI (yearly) sampling for NPDES sites.

Station_ID	Station Description	Latitude	Longitude
LCBS3056184118	Black Creek 1 @ Creek Ridge Circle	30.56174000	-84.11837000
LCBS3052484109	Black Creek 2 @ Miccosukee and McCracken	30.52401000	-84.10912000
LCBS3050184080	Black Creek 3 @ Baum Rd Bridge near CR0348	30.50117000	-84.08091000
LCBS3047484057	Black Creek 4 @ Capitola and Heartside	30.47425000	-84.05784000
LCLM3037584313	Munson Slough 1 above Lake Munson	30.37522000	-84.31391000
LCLM3036484301	Munson Slough 2 below dam	30.36396000	-84.30181000
LCLM3034884301	Munson Slough 3 Gas Pipeline Road	30.34843000	-84.30175000
LCLM3034484302	Munson Slough 4 on forest rd 30031	30.34443000	-84.30246000
LCLM3047084370	Gum Swamp Station 1 NW Passage Rd	30.47074000	-84.37028000
LCLM3046284370	Gum Swamp Station 2 nr Memphis Rd	30.46232000	-84.37064000
LCLM3044784362	Gum Swamp Station 3 on Gum Road	30.44794000	-84.36229000
LCLM3044584353	Gum Swamp Station 4 below Dam at Gum Swamp	30.44508000	-84.35310000

The following parameters are to be monitored at locations specified in Table 3.

- i. Field and Physical-Chemical Parameters See Attachment 1
- ii. Laboratory Parameters
 1. Stream Condition Index (SCI)

Table 4. Stations that require water chemistry and TSI (monthly), vegetation survey (quarterly), and sediment sampling (yearly).

Station_ID	Station Description	Latitude	Longitude
LCIA130618429	Lake Iamonia 1	30.618	-84.293
LCIA230628426	Lake Iamonia 2	30.627	-84.268
LCIA330638425	Lake Iamonia 3	30.632	-84.255
LCIA430648424	Lake Iamonia 4	30.644	-84.243
LCIA530628422	Lake Iamonia 5	30.629	-84.226
LCIA630648420	Lake Iamonia 6	30.642	-84.208

LCIA730638418	Lake Iamonia 7	30.635	-84.189
LCJ0330508431	Lake Jackson South	30.506	-84.310
LCJ0530518429	Lake Jackson South East	30.513	-84.296
LCJ0830518430	Lake Jackson Mid South	30.513	-84.307
LCJ1030538432	Lake Jackson North	30.533	-84.321
LCJ1330528434	Lake Jackson South West	30.526	-84.343
LCJ1630538434	Lake Jackson Mid Lake West	30.537	-84.341
LCB0B30408433	Lake Bradford	30.405	-84.339
LCB0H30418435	Lake Hiawatha	30.413	-84.350
LCB0C30428435	Cascade Lake	30.424	-84.355
LCH0630528424	Lake Hall West Side	30.522	-84.241
LCH0130528425	Lake Hall East Side	30.525	-84.254
LCL0230458420	Lafayette Sinkhole	30.455	-84.203
LCLPZ230448418	Lake Piney-Z, North of berm	30.442	-84.183
LCLPZ130438418	Lake Piney-Z, South of berm	30.438	-84.186
LCL1530438417	Windham Hills	30.434	-84.173
LCL2030438415	Landfill	30.431	-84.153
LCL2130438413	Chaires	30.434	-84.139
LCL2230428413	Talquin STP	30.424	-84.133
LCL2630448414	Lower Alford's Arm	30.443	-84.148
LCL2730458416	Mid Alford's Arm	30.450	-84.160
LCMB130558422	McBride South	30.558	-84.229
LCMB330568423	McBride Mid	30.563	-84.232
LCMB630568424	McBride West	30.563	-84.240
LCMI130608400	Lake Miccosukee near Sinkhole	30.607	-84.000
LCMU130378430	Lake Munson North	30.375	-84.309
LCMU330378431	Lake Munson West	30.371	-84.311
LCMU530368430	Lake Munson South	30.366	-84.308
LCT0230388465	Ochlockonee River South of 20	30.385	-84.652
LCT0B30408463	Talquin 1	30.402	-84.630
LCT0L30428457	Talquin 2	30.422	-84.573
LCT0W30458452	Talquin 3	30.450	-84.521
LCT0C30458449	Talquin 4	30.458	-84.492
LCLW130378414	Lake Weeks	30.373	-84.140
LCCA130578429	Carr Lake	30.579	-84.291

The following parameters are to be monitored at locations specified in Table 4

- i. Field and Physical-Chemical Parameters See Attachment 1.
- ii. Laboratory Parameters
 1. Turbidity (NTU)
 2. Color Analysis using Platinum Cobalt (PtCO Units)
 3. Alkalinity (mg/L)
 4. Chloride (mg/L)

5. Total Suspended Solids (mg/L)
6. Total Dissolved Solids (mg/L)
7. Phosphorus, orthophosphate as P (mg/L)
8. Phosphorus, as P, high level (mg/L)
9. Phosphorus, as P, low level (mg/L)
10. Nitrogen, Nitrite (NO₂) as N (mg/L)
11. Nitrogen, Nitrate (NO₃) + Nitrogen, Nitrite (NO₂) as N (mg/L)
12. Nitrogen, Nitrate (NO₃) as N (mg/L)
13. Nitrogen, Ammonia as N (mg/L)
14. Nitrogen, Kjeldhal (mg/L)
15. Total Nitrogen (mg/L)
16. Nitrogen, Organic
17. TN/TP Ratio
18. Chlorophyll a, corrected for pheophytin (mg/L)
19. Pheophytin (mg/L)
20. Total Organic Carbon (mg/L)
21. Total coliform
22. Fecal coliform
23. Trophic State Index (TSI)

iii. Sediments

1. Sediment depth
2. Sediment Type/Grain Size
3. Depth from sediment/water interface to underlying hard pan
4. Moisture content (mg/kg)
5. Organic Content of Sediment (mg/kg)
6. Inorganic Content of Sediment (mg/kg)
7. Total Kjeldhal Nitrogen (mg/kg dry weight)
8. Phosphorus, as P (mg/kg, dry weight)

iv. Vegetation Survey

1. Estimated percent coverages of the lake bottom by submerged and emergent macrophytes within three non-overlapping randomized quadrants
2. Estimated percent coverages of the lake surface by submerged and emergent macrophytes within three non-overlapping randomized quadrants
3. Estimated percent total volume of the water column occupied by submergent and emergent macrophytes within three non-overlapping randomized quadrants
4. Identify the dominant species and two subdominant species of macrophytes occurring at each station

- v. Algal toxicity assays (5) can be run on algal blooms in any of the lakes specified in Table 4 at the request of the County's Water Quality Scientist.

2. Sample Collection and Analysis

- a. See Attachments 1, 2, and 6.

3. Reporting Requirements

- a. See Attachments 1, 2, and 6.

4. Method Detection Limits and Practical Quantitation Limits

- a. Laboratories reporting data to Leon County under the contract must maintain, and have documented, routinely achievable method detection limits (MDLs) and practical quantitation limits (PQLs) for selected analytes in Attachment 3.

5. Invoices

- a. Monthly invoices shall be submitted to the County by the Contractor

6. Deliverables

In addition to the Quality Assurance requirements (Attachment 6) the following is required:

a. Electronic Data Deliverables

- i. For parameters destined for input into STORET (see Attachment 4) the contractor must provide Leon County an electronic deliverable (tab-delimited file) as specified in Attachment 5. Completed spreadsheets must be delivered within 60 days of the sampling date.
- ii. For non-STORET parameters the contractor must provide an electronic deliverable in a tab-delimited file. Examples of non-STORET parameters include: taxa lists, SCI calculations and scores, TSI scores, TN/TP ratios, vegetation survey, etc. With the following exceptions, results must be delivered within 60 days of the sampling date. SCI taxa lists, calculations, scores, etc. must be submitted within 100 days of sampling date.

b. Paper Copies

- i. In addition to electronic deliverables defined in this Scope of Services, all results must be reported in paper format signed and dated by a responsible laboratory manager. With the following exceptions, results must be delivered within 60 days of the sampling date. SCI taxa lists, calculations, scores, etc. must be submitted within 100 days of sampling date. Applicable paper copies must meet the NELAC Chapter 5 requirements for reporting data.

- c. As required by Leon County Public Works, the Contractor shall attend staff meetings at Leon County Public Works for the purpose of discussing with county staff lake and stream ecology issues.

d. Written Report

i. Progress reports

- 1. Progress reports will be due quarterly. The reports will comprise sampling issues, problems, corrections, etc.

- e. Final Report (Due by 30 November 2006). The final report should include the following:

- i. Summary report that provides all data in a tabular format (hard copy and tab-delimited file)
- ii. Summary of data for each individual lake or stream and all lakes and streams as a whole. (hard copy and tab-delimited file) The summary data should be grouped by watershed and shall include text and/or graphics describing:
 - 1. Number of samples
 - 2. Minimum values
 - 3. Maximum values
 - 4. Ranges
 - 5. Population means
 - 6. Population standard deviations

7. Use of data

- a. Pending the receipt and public declaration of the data and reports at the conclusion of this contract, Leon County may use all or any part of the data delivered under this Scope of Services.

Attachment 1

Surface Water and Sediment Sampling Documentation for Field and Chemical Parameters

For all relevant information, units are required. Specifically, the following information must be included (if applicable for the site):

- Station ID
- Date
- Waterbody type
- Total water depth
- Secchi depth
- Stage reading
- Stream flow (Velocity M/Sec) see DEP-SOP-001/01 FT 3000 Habitat Sampling
- Lake water level (normal, high, low)
- Water sample collection device
- Sediment collection depth
- Sediment collection time
- General sediment collection area (ie, near North dock, littoral zone, etc.)
- Sediment collection device
- Sediment type (muck, sand, CPOM (Coarse Particulate Organic Matter), etc.)
- Sediment odor (sewage, petroleum, chemical, etc.)
- Sediment color
- Number of sediment grabs collected
- Type of QA/QC collected and time
- Weather conditions
- Personnel or visitors on site
- Field measurements, including: time, surface depth collected, mid depth collected, bottom depth collected, top, mid, bottom pH, dissolved oxygen, temperature and conductivity, unique meter ID, initials of analyst reading measurements
- Preservation information, including verification
- Comments
- Printed samplers names and signatures
- Use of fuel powered equipment

For examples of field sheets, see DEP-SOP-001/01 FT 3000 Habitat Sampling, Form FD 9000-3 <http://www.dep.state.fl.us/labs/qa/sops.htm>.

Habitat Assessment and Biological Sampling

All information listed on the current version of the Physical/Chemical Characterization Field Sheet, the Stream/River Habitat Sketch Sheet, and the Stream/River Habitat Assessment Field Sheet is required documentation, as applicable (see DEP-SOP-001/01 FT 3000 Habitat Sampling <http://www.dep.state.fl.us/labs/qa/sops.htm>). For all relevant information, units are required.

Attachment 2 Additional Sample Documentation

Sample documentation is of critical importance to the objectives of Leon County's water quality monitoring program. Data on this and other projects will be entered into Leon County's water quality database and into STORET, and must properly be linked to historical data. The database is also a source of public information and is used for a variety of purposes. The data must be accurate to avoid incorrect evaluations and decisions on the State's water resources. Because of the nature of the TMDL program and the stringent standards that FDEP has on data quality, all of Leon County's documentation requirements are based on FDEP SOPs.

General

All paper documentation records must be recorded in waterproof ink (except the Habitat Assessment sketch map, which may drawn in pencil). Do not erase or obliterate records. Make corrections by marking a single line through the error so that it is still legible, and include the initials of the individual performing the correction. All documentation needs to be legible.

Standards, Buffers and Reagents

Documentation on calibration standards (e.g., buffers, KCl, and other reagents) must be maintained in a log book. Record the following for each bottle:

- Standard value
- Vendor
- Date of receipt
- Expiration date
- Date of first use
- Lot number

For bottles that have identical information, designate each bottle with a letter or number to differentiate them from each other ("A", "B", "C", or "1", "2", "3", etc.).

If reagents or standards are prepared in-house from stock chemicals, all calculations used to formulate the standards, date of preparation, the procedure used, and analyst performing the preparation must also be documented.

Note the date of receipt, expiration dates, and date of first use directly on the standard/buffer container. If provided, retain vendor assay specifications for standards and buffers (only one vendor assay certificate per concentration per lot number is needed for retention).

Calibrations and Verifications

Document all acceptable and non-acceptable calibrations and verifications in a log book. The following information must be linked to a specific site or project and include:

- Unique identifier for instrument being used
- Time and date for all calibrations and verifications
- Value of standard or buffer being used, including units
- Lot number for standards or buffers being used

- Instrument reading, including units
- Indication of pass or failure
- Name of analyst(s) performing the calibrations or verification
- Time and day of any corrective action

Equipment Maintenance

Log all maintenance and repairs performed for each instrument or piece of sampling equipment, including routine procedures, corrective actions, and solution or parts replacement for instrument probes in a log book. If vendor service is required, records need to be retained for all affected equipment. For rental equipment, dates of use, type and a unique description needs to be documented. Manufacturers' operation and maintenance manuals and instructions need to be retained for all equipment and instruments. The following information must be included in the log book:

- Specific piece of equipment or instrument
- Serial number
- Unique identifier
- Time and date
- Description or procedure performed
- Comments, including indication if the instrument/equipment was removed from service, maintenance performed in the field or lab, etc.
- Initials of analyst performing maintenance

Equipment Cleaning

For all equipment and supplies, document any and all cleaning procedures, whether performed in the lab or in the field, in a log book. The following information must be included:

- Specific piece of equipment or supplies (multiple duplicate items must be entered separately)
- Unique identifier, if applicable
- Time and date (time required only if performed in the field)
- Indication of where the cleaning was performed (lab or field)
- Step by step description of cleaning procedure; or reference specific page or procedure
- Initials of analyst performing cleaning

If DI water is obtained from an alternate source other than an inhouse lab, the source, the date received and the inclusive dates of use for each batch of DI water must be recorded.

Custody (Sample Submittal) Sheets

For all relevant information, units are required. Specifically the following information must be included:

- Sampling agency
- Project
- Sampler names
- Shipping method
- Station ID label
- Station name

- Date and time
- Matrix ("water" for chemistry Biology for SCI samples, "sediment" for sediment samples)
- Field readings including: specific conductance, pH, dissolved oxygen and temperature
- Comments

Attachment 3
Method Detection Limits (MDLs) and Practical Quantitation Limits (PQLs) for selected parameters.

Parameters	MDL	PQL
BOD, Biochemical oxygen demand	0.2 mg/L	2.0 mg/L
Chloride	0.2 mg/L	0.5 mg/L
Chlorophyll a, corrected for pheophytin	0.2 mg/L	0.5 mg/L
Color Analysis Using Platinum/Cobalt	1.0 ug/L	3.0 ug/L
Nitrogen, Ammonia as N	10 ug/L	20 ug/L
Nitrogen, Kjeldahl	10 ug/L	20 ug/L
Nitrogen, Nitrate (NO ₃) as N	0.1 mg/L	0.3 mg/L
Nitrogen, Nitrite (NO ₂) + Nitrate (NO ₃) as N	20 ug/L	40 ug/L
Nitrogen, Nitrite (NO ₂) as N	4 ug/L	10 ug/L
Nitrogen, Organic	4 ug/L	10 ug/L
Phosphorus as P, high level	20 ug/L	80 ug/L
Phosphorus as P, low level	10 ug/L	40 ug/L
Phosphorus, orthophosphate as P	5 ug/L	10 ug/L
Specific conductivity	5 ug/L	10 ug/L
Total Suspended Solids (TSS)	1 mg/L	5 mg/L
Turbidity	0.1 NTU	0.1 NTU

Attachment 4
Parameters to be included in STORET spreadsheet

Parameters
Alkalinity
BOD, Biochemical oxygen demand
Chloride
Chlorophyll a, corrected for pheophytin
Color Analysis Using Platinum/Cobalt
Dissolved Oxygen (DO)
Fecal Coliform
Nitrogen, Ammonia as N
Nitrogen, Kjeldahl
Nitrogen, Nitrate (NO3) as N
Nitrogen, Nitrite (NO2) + Nitrate (NO3) as N
Nitrogen, Nitrite (NO2) as N
Nitrogen, Organic
pH
Phosphorus as P, high level
Phosphorus as P, low level
Phosphorus, orthophosphate as P
Specific conductivity
Temperature, water
Total Coliform
Total Dissolved Solids
Total Nitrogen
Total Organic Carbon (TOC)
Total Suspended Solids (TSS)
Turbidity

Attachment 5
Format Specifications for STORET Data Deliverable

Data Element Name	Description	Comments
Name	A name for the Station	Will be designated by Leon County
Project ID	Projection Description	Will be designated by Leon County
Trip ID	Default parameter	
Station ID	A unique ID for the Station	Will be designated by Leon County
Station_Visit_Number	Default parameter	
Activity_ID		Similar to laboratory_Batch_ID Field measurements are designated by a "F" after the Laboratory_Batch_ID no.
Medium	Substance sampled	Biological, Sediment, or Water
Activity_Type	Sample or Field Msr/Obs	Sample is material removed from field. Field Msr/Obs is a measurement or observation made in the field
Activity_Category	Routine Sample	A sample gathered using straightforward 'grab' procedures for purposes of a general evaluation of the environment at the site.
Activity_Start_Date	Date that sample was collected	
Activity_Start_Time	Time that sample was collected	
Activity_Start_Time_Zone	Time zone were sample was collected	
Sample_Collection_Procedure_ID (conditional)	Grab	
Preparation_Date	Date sample was prepped	
Preparation_Time	Time that sample was prepped	
Lab_Sample_Prep_Procedure (conditional)	Prep method no.	

Lab_Sample_Prep_Procedure_Source (conditional)		Associated with Lab_Sample_Prep_Procedure, this field would reflect the origin of any listed prep procedure (ie: USEPA, APHA, etc.
Characteristic Name	Name of analysis	
Result Value	Result	
Result Value Units	Units	
Method	Method number	
Source		This field would reflect the origin of any listed procedure (ie: USEPA, APHA, etc.
Value_Qualifier (conditional)	See value qualifiers in DEP-QA-002/02	
Result_Comment	See value qualifiers in DEP-QA-002/02	Any value qualifiers will need to be surrounded by double stars (ie: **U**) a the beginning of the field
Depth_To_Activity and/or Relative_Depth		
Laboratory ID	Laboratory DOH number	List of NELAC Certified Labs
Laboratory Batch ID		Number assigned to sample by lab
Analysis Date	Date sample was analyzed	
Analysis Time	Time sample was analyzed	
Analysis_Time_Zone	What time zone were sample was analyzed	
Detection Limit (conditional)		
Detection Limit Unit (conditional)	Units	
Quantification_Low (conditional)		Required for any results listed as "Present<QL"
Quantification_High (conditional)		Required for any results listed as "Present>QL"
Sample Matrix	Surface Water or Sediment	
Trip_QC_Type (conditional)		
Sample_Fraction (conditional)		Required for some characteristics to reflect if the result_value is "total", "dissolved", "volatile", etc.

Attachment 6 Quality Assurance Requirements

3. All sampling and analyses performed under this Contract must conform to the requirements set forth in Chapter 62-160, Florida Administrative Code (F.A.C.) and "Requirements for Field and Analytical Work performed for the Department of Environmental Protection under Contract" (DEP-QA-002/02), February 2002.
<http://www.dep.state.fl.us/labs/qa/sops.htm>
4. **LABORATORIES**
 - a. The CONTRACTOR shall ensure that all laboratory testing activities are performed by laboratories certified by the Florida Department of Health Environmental Laboratory Certification Program (DoH ELCP) for all applicable matrix/method/analyte combinations to be measured. Certification by DoH ELCP is not required for those parameters that are tested in the field as outlined in 62-160.300(4), F.A.C. Certification by DoH ELCP is not required for taxonomic identification. Laboratories performing taxonomic identification must follow the requirements of DEP-SOP-001/02, "Department of Environmental Protection Standard Operating Procedures for Laboratory Activities", February 1, 2004.
 - b. Laboratories shall maintain certification as specified in item 2.a above during the life of the Contract. Should certification for an analyte or test method be lost, all affected tests shall be immediately sub-contracted to a laboratory with current DoH ELCP certification in the appropriate matrix/method/analyte combination(s). The CONTRACTOR shall notify the contract manager in writing before any change to a sub-contracted laboratory is made.
 - c. A copy of the DoH ELCP Certificate and the associated list of specific fields of accreditation for each contracted or sub-contracted laboratory shall be provided to the contract manager upon Contract execution (see items 2.a above).
 - d. The CONTRACTOR shall ensure that an acceptable initial demonstration of capability (IDOC), as described in Appendix C of Chapter 5 of the NELAC Standards is performed. Each laboratory that performs any of the proposed matrix/method/analyte combination(s) must have the requisite IDOC documentation and supporting laboratory records. IDOCs shall be performed before the test procedure is used to generate data for this Contract. If requested by Leon County, documentation that supports the IDOC shall be made available for review.
 - e. When performance test samples are not required by DoH ELCP for certification, the laboratory shall, at no extra charge to Leon County, obtain, analyze and evaluate performance test samples, standard reference materials (SRM) or other externally assayed quality control (QC) samples, hereinafter known collectively as quality control check (QCC) samples.
 - (i) The laboratory shall ensure that the selected QCC samples(s) represent all matrix/method/analyte combinations that are not subject to certification requirements.
 - (ii) These samples shall be analyzed at six-month intervals and the results shall be within the acceptable range established by the QCC sample provider.

- (iii) Before providing analytical services for this Contract, the laboratory must provide to the contract manager the results of the QCC sample(s) and the associated acceptable range(s) as established by the QCC sample provider. The submitted results must be from QCC samples that have been completed within the previous six months prior to the submission date.
 - f. Any non-standard laboratory procedures or methods that are proposed for use (i.e., those not approved by DEP for standard environmental analyses) shall be submitted for review and approval in accordance with DEP-QA-001/01, "New and Alternative Analytical Laboratory Methods," February 1, 2004. These procedures or methods shall be approved by the contract manager before use under this Contract and must be cited or described in the required planning document (see Section 6).
 - g. The CONTRACTOR shall ensure that Practical Quantitation Limits (PQLs) and Method Detection Limits (MDLs) required by the Contract are listed in the planning document (see Section 6).
 - h. The CONTRACTOR shall ensure that the selected laboratory test methods listed in the planning document can provide results that meet the Contract data quality objectives.
 - i. The CONTRACTOR shall ensure that all laboratory testing procedures follow the analytical methods as approved in the planning document (see Section 6).
 - j. The CONTRACTOR shall ensure that the all laboratory quality control measures are consistent with Chapter 5 of the NELAC standards.
 - k. In addition, the CONTRACTOR shall ensure that the quality control requirements specified in attachments 7 and 8 are followed.
 - l. The CONTRACTOR shall ensure that all sample results are calculated according to the procedures specified in the analytical methods approved in the planning document.
 - m. Laboratories awarded work under this contract can be evaluated for accuracy by the submission of samples consisting of Standard Reference Materials (SRMs), split or round robin samples, and/or other proficiency samples (e.g., the required participation in applicable FDEP sponsored round robin events). The frequency of the submission of the proficiency samples will be determined by the County.
5. **FIELD ACTIVITIES**
- a. "Sample" refers to samples that have been either collected or analyzed under the terms of this Contract.
 - b. The CONTRACTOR shall ensure that all sample collection and field testing activities are performed in accordance with the Florida Department of Environmental Protection's (DEP) "Standard Operating Procedures for Field Activities" (DEP-SOP-001/01, February 1, 2004). The specific standard operating procedures (SOPs) to be used for this Contract shall be cited in the planning document (see Section 4).
 - c. Any non-standard field procedure shall be submitted for review and approval to the contract manager in accordance with section FA 2000 of DEP-SOP-001/01. All non-standard procedures and methods must be approved by the contract manager before use under this Contract and must be cited or described in the planning document.

- d. Per the quality control measures outlined in the DEP SOPs (FQ 1000 and the calibration requirements of the FT-series for field testing), the CONTRACTOR shall ensure that the following field quality controls (and any additional quality control measures specified in Attachments 7 and 8) are incorporated into the project design:
- (i) Matrix-Related Quality Controls - The CONTRACTOR shall ensure (at no extra cost to Leon County) that the laboratory is provided with sufficient sample volume to analyze at least one set of matrix spikes and either matrix spike duplicates or laboratory duplicates as follows:
 - (1) The first time a sample from a sample collection matrix (see Table FA 1000-1) is collected;
 - (2) One in each additional 20 samples of the sample collection matrix, after the first 20 samples; and
 - (3) The last time samples are collected for the sample collection matrix.
 - (ii) Field-generated Quality Control duplicates or replicates (not to be confused with laboratory duplicates) shall be collected and analyzed at a frequency of 5% of the total number of samples collected for each matrix/analyte combination (see FQ 1220). Field-generated Quality Control duplicates or replicates shall be prepared and analyzed at no extra charge to Leon County.
 - (1) All field duplicate results greater than the contracted PQL should agree within 20% RPD for each measured analyte. In the event that the field duplicate agreement is not observed, the CONTRACTOR shall investigate and attempt to determine the cause of poor precision. The outcome of these investigations shall be reported, including the corrective measures taken to minimize future problems.
 - (iii) Field-Generated Quality Control (QC) Blanks – Blanks associated with field activities as defined in FQ 1210 of the DEP SOPs shall be collected according to the requirements of FQ 1230.
 - (1) If an analyte detected in the sample is also found in any field-generated QC blank that is associated with the sample, the CONTRACTOR shall investigate and attempt to determine the cause of the QC blank contamination. The outcome of this investigation shall be reported and shall include a discussion of the corrective measures taken to minimize future occurrences of QC blank contamination.
 - (2) If an analyte detected in the sample is also found in any field-generated QC blank that is associated with the sample, the CONTRACTOR shall ensure that the analyte in the affected sample is reported as estimated (“J” with a narrative explanation) unless the analyte concentration in the affected sample is at least 10 times the reported QC blank value concentration.

6. **PLANNING DOCUMENT**

- a. The CONTRACTOR shall submit a Sampling and Analysis Plan (Project Proposal). The plan shall discuss the information contained in the document “Requirements for Field and Analytical Work Performed for the Department of Environmental Protection Under Contract”, DEP-QA-002/02.
<http://www.dep.state.fl.us/labs/qa/sops.htm>

- b. Work may not begin for specific Contract tasks until approval has been received by the CONTRACTOR from the contract manager. Sampling and analysis for the Contract may not begin until the planning document has been approved.
 - c. Once approved, the CONTRACTOR shall follow the protocols specified in the approved planning document including, but not limited to:
 - ▶ Ensuring that all stated quality control measures are collected, analyzed and evaluated for acceptability;
 - ▶ Using only the protocols approved in the planning document; and
 - ▶ Using only the equipment approved in the planning document.
 - d. If any significant changes in procedures or test methods, changes in equipment, changes in subcontractor organizations or changes in key personnel occur, the CONTRACTOR shall submit appropriate revisions of the planning document to the contract manager for review. The revisions will be submitted as amended sections of the current planning document. The proposed revisions may not be implemented until they have been approved by the contract manager. If the CONTRACTOR fails to submit the required revisions, the contract manager may suspend or terminate the Contract.
7. **DELIVERABLES**
- a. The following lists the expected schedule for the deliverables that are associated with the Quality Assurance requirements of this Contract:
 - (i) Copy of DoH ELCP Certificate(s) and the associated list(s) of specific fields of accreditation.
 - (ii) Copies of the QCC sample results.
 - (iii) Non-standard laboratory or field procedures – The CONTRACTOR shall submit to the contract manager all required information necessary for review of non-standard procedures.
 - (iv) Reports of planning review audits.
 - (v) Statements of Usability as specified.
 - (vi) Planning document per Section 4, above.
8. **CONSEQUENCES**
- a. Failure to comply with any requirement of this attachment may result in:
 - (i) Immediate termination of the Contract.
 - (ii) Withheld payment for the affected activities.
 - (iii) Contract suspension until the requirement(s) has been met.
 - (iv) A request to refund already disbursed payments.
 - (v) A request to redo work affected by the non-compliant activity.
 - (vi) Other remedies available to Leon County.

Attachment 7

Quality Control and Procedural Requirements for Laboratories Performing Chemical Analysis

In addition to the quality control requirements outlined in Chapter 5 of the NELAC Standards, the following quality control measures shall be implemented for this Contract. Note: "Sample" refers to samples that have been either collected or analyzed under the terms of this Contract.

1. Matrix-Related Quality Control Samples - The CONTRACTOR shall ensure that samples associated with this Contract are used for matrix spikes, and either laboratory duplicates or matrix spike duplicates. Matrix spikes, lab duplicates or matrix spike duplicates shall be prepared and analyzed with no extra charge to the County. The laboratory shall analyze these samples:
 - a. The first time samples from a sample collection matrix (see Table FA 1000-1) are submitted to the laboratory under this Contract for analysis. The laboratory shall select one or more of the received samples for use in composition of the matrix spike and duplicates.
 - b. After the first 20 samples from the sample collection matrix have been analyzed, at least one matrix spike and either laboratory duplicates or matrix spike duplicates shall be composed using a sample or samples selected from each additional 20 samples of the sample collection matrix submitted to the laboratory.
 - c. The last time samples from the sample collection matrix are received and analyzed. The laboratory shall select one or more of the received samples for use in composition of the matrix spike and duplicates.
 - d. Spike levels must be at the concentrations specified in item 3 below.
 - e. If the selected sample concentration is expected to be below the Contract-specified practical quantitation limit (PQL) listed in the planning document, then matrix spike duplicates must be used.
2. Per NELAC Chapter 5 requirements, as least one Laboratory Control Sample (LCS; also known as Laboratory Fortified Blank) shall be prepared, analyzed and evaluated with each batch of 20 samples or less.
 - a. The acceptance criteria for the LCS shall be specified in the planning document.
 - b. If the LCS is unacceptable, the samples associated with the LCS shall be reprocessed with a new LCS. If the samples cannot be reprocessed, the data must be appropriately qualified.
3. For applicable analytes denoted in the planning document, a QC check sample, standard reference material (SRM) or other quality control sample, hereinafter identified collectively as quality control check samples (QCCS), shall be processed with each sample preparation batch and analyzed for evaluation according to the acceptance limits established for the QCCS.
 - a. Analysis of a QCCS is required for but not limited to the following analyses:
 - (i) Chlorophyll – the assay for the QCCS or its original formulation shall have been determined by an organization external to the laboratory ;

- (ii) Biochemical oxygen demand (BOD) or carbonaceous BOD (CBOD) – the method-specified glucose/glutamic acid check solution shall be used; and,
 - b. If the QCCS is unacceptable, the samples associated with the QCCS shall be reprocessed with a new QCCS. If the samples cannot be reprocessed, the data must be appropriately qualified for all contracted samples in the preparation batch.
- 4. Spiking/Fortification Requirements - All spike fortifications must take place prior to any required sample preparation steps (e.g., sample extraction, sample digestion, pH adjustment, etc.). The final concentration of any spike fortification shall be at the applicable level identified below.
 - a. If any of the samples in the preparation batch are non-detect (i.e., below the MDL specified in the planning document), the spiking level must not be greater than 2 times the Contract-specified PQL.
 - b. The concentration of a spiked sample cannot exceed 5 times the highest concentration of any contracted sample in the preparation batch.
- 5. Evaluation of Matrix Spikes - The results of matrix spikes must meet the acceptance criteria specified by the Contract and listed in the planning document or the data must be appropriately qualified.
 - a. If the failure is reported to be due to *sample* matrix interference, the laboratory shall document the process by which this conclusion is determined.
- 6. Evaluation of Laboratory Duplicate/Replicate Samples – All replicate samples (sample duplicates, matrix spike duplicates, LCS duplicates or other replicates) must be evaluated for a precision criterion not to exceed 20 % RPD. This criterion shall be listed in the planning document.
 - a. In the event that laboratory replicate agreement is not observed, the laboratory must investigate the poor precision and report the results with appropriate qualifiers and/or comments.
- 7. Instrument Calibration – In addition to calibration procedures specified in the analytical methods listed in the planning document, the CONTRACTOR shall ensure that the following requirements are met:
 - a. All sample results shall be chronologically bracketed between acceptable calibration verifications.
 - b. Initial Calibration Requirements
 - (i) The minimum number of calibration standards required to calibrate each instrument used for the contracted analyses shall conform to the analytical method approved in the planning document. If the minimum number of calibration standards is not specified in the method, the number must be specified in the planning document and shall be consistent with the NELAC Chapter 5 standards.
 - (ii) Unless otherwise specified by the method, all sample results shall be based on the initial calibration curve responses.
 - (iii) If linear regressions are used, the correlation coefficient shall be equal to or greater than 0.995 for all regressions.
 - (iv) Immediately after performing an initial calibration, the accuracy of the calibration shall be verified using a second source. A second source may be a standard, a Standard Reference Material (SRM), or other sample type with a

verified concentration such as a QC Check Sample. Standards must have been prepared from a different lot or vendor.

- (v) The acceptance criteria for second-source verifications shall be specified in the planning document.
- (vi) Sample analysis cannot proceed if an initial calibration is unacceptable.
- c. Continuing Calibration Requirements:
 - (i) When an initial calibration is not performed on the day of analysis, a continuing calibration standard shall be analyzed, evaluated and determined to be acceptable prior to analyzing samples.
 - (ii) A continuing calibration standard shall be analyzed and evaluated at the end of the analytical run.
 - (iii) The acceptance criteria for continuing calibration verifications shall be specified in the planning document.
 - (iv) For each analytical run, the analytical sensitivity must be evaluated using a continuing calibration standard prepared at the Contract-specified PQL. The analyzed value of this standard must be within 70% – 130% of the expected value. If this PQL check fails, the blank and associated sample results must be reported as “estimated” per Chapter 62-160, F.A.C. unless the affected results are at least 10 times the absolute value of the observed bias of the PQL check.
 - (v) If a continuing calibration verification fails, samples not chronologically bracketed by acceptable calibration verifications must be reanalyzed or appropriately qualified.
- d. Sample results below the Contract-specified PQL and above the highest calibration standard shall be appropriately qualified.
- 8. Quality Control Blanks
 - a. If a Contracted analyte is detected in any analytical QC blank, the sample results that are associated with the blank must be reported with the appropriate qualifier from Chapter 62-160, F.A.C., unless the affected sample concentrations are at least 10 times higher than the calculated QC blank concentration.
 - b. Sample results must be chronologically bracketed with acceptable beginning and ending analytical QC blanks.
 - c. If a Contracted analyte is detected in the field blank, equipment blank or trip blank, the result must be confirmed by reanalyzing a new aliquot of the blank unless the sample concentration results associated with the blank are at least 10 times the calculated blank concentration. The laboratory must investigate the blank contamination to determine that positive blank results are not due to a laboratory error and report the affected samples and field-generated blank results with appropriate qualifiers and/or comments.
- 9. If any quality control measure or calibration verification fails (including those specified above), samples that are associated with the failure must be reanalyzed, if possible. Sample data that are associated with a failed quality control measure or calibration must be appropriately qualified as specified in Chapter 62-160, F.A.C. An explanatory comment must be attached to the final report for each result that has a qualifier code other than U, I, or A. Any additional qualifier codes used but not

explicitly listed in Chapter 62-160, F.A.C. must be identified and defined in the report.

10. The reported MDL and PQL for each sample must be adjusted for dilution factors and any relevant preparation weights and volumes.
11. Field QC duplicates or replicates - The CONTRACTOR shall ensure that field duplicates (not to be confused with laboratory duplicates) are analyzed. All field duplicate results greater than the contracted PQL should agree within 20% RPD for each measured analyte. In the event that field duplicate agreement is not observed, the laboratory must investigate sufficiently to determine that poor precision is not due to a laboratory error and report the results with appropriate qualifiers and/or comments.

Attachment 8

Quality Control and Procedural Requirements for Laboratories Performing Microbiological Testing

In addition to the quality control requirements outlined in Chapter 5 of the NELAC Standards, the following quality control measures shall be implemented for this Contract. Note: "Sample" refers to samples that have been either collected or analyzed under the terms of this Contract.

1. All microbiological analyses must conform to the requirements for facilities, personnel qualifications, equipment specifications and quality control measures discussed in *AWWA Standard Methods 20th edition, section 9020*.
2. Quality Control Blanks
 - a. If the membrane filter technique is used, the sample set(s) shall be associated with a beginning and ending filtration blank.
 - b. The results of any blank must be < 1 CFU/100 mL or the associated sample results must be reported with the appropriate qualifier from Chapter 62-160, F.A.C.
3. Laboratory Quality Control Duplicates
 - a. At least 10% of the samples (or one per test run) shall be duplicated.
 - b. All duplicate results shall be evaluated per method specifications using the precision criterion. The range of the transformed duplicates shall not exceed the precision criterion established by the laboratory. In the event that laboratory duplicate agreement is not observed, the laboratory must investigate the poor precision and report the results with appropriate qualifiers and/or comments.
 - c. Field Quality Control Duplicates or Replicates - In the event that agreement (less than or equal the laboratory established precision criterion) is not observed between results from field-generated replicate samples, the laboratory must investigate the replicate analyses to determine that poor precision is not due to a laboratory error and report the results with appropriate qualifiers and/or comments. The laboratory shall use the analytical method specifications for precision control as a guide to evaluation of the field-generated replicate results.
4. Colony Counts
 - a. In addition to the requirements listed below, all analytical results shall be calculated by the procedures established in the microbiological method(s) approved for the Contract and listed in the planning document.
 - b. The laboratory shall make every attempt to ensure that colony counts are in the ideal range of 20 – 60 colonies per plate. Reported values from colony plate counts outside this range shall be qualified with a "B" (unless the reported value is from a 100 mL sample and the count is less than 20).
 - c. If all counts are above 60, the result shall be calculated and reported from the highest dilution. This result must be reported as "estimated".
 - d. The laboratory shall follow the reporting requirements specified in the method for other results that are outside the ideal range (item 5.b. above)

- e. If the sample result is "too numerous to count (TNTC)" the laboratory shall report the filtration volume with the data qualifier "Z".
- f. Colony counts from samples that have been verified shall be adjusted based on the verification results as specified in the analytical method approved for this Contract and listed in the planning document.